



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DEPUTY DIRECTOR, COUNTY LIBRARY

Class No. 02229

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■ CLASSIFICATION PURPOSE

To plan, direct, coordinate, evaluate, and manage, the activities of one or more divisions within the department of the County Library; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is an executive management class allocated only to the Department of the County Library. Incumbents report directly to the Director, County Library and are responsible for managing the activities of assigned division(s) and for acting as principal assistants to the Director.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Plans, directs, coordinates and evaluates library services and operations in all county library branches and technical services programs.
2. Analyzes and manages library resources to ensure organized, efficient and effective workflow throughout the organization.
3. Develops and implements policies, procedures and programs for library services.
4. Identifies operational and personnel problems and formulates solutions and makes recommendations to resolve them.
5. Initiates and manages the preparation and submission of reports, memoranda, board letters and correspondences for private and/or public parties.
6. Advises the Director, County Library on policy and program developments and changes.
7. Defines services and staffing levels for all library branches.
8. Communicates matters relating to County and library policy, organization, and staffing to subordinates.
9. Acts as principal assistant to the Director, County Library and represents the Director at meetings with executive management, other agencies, public groups, and/or professional associations.
10. Reviews annual needs statements submitted by subordinates and assists in setting priorities.
11. Delegates and monitors responsibility for major library projects.
12. Responds to media requests and citizen complaints.
13. Directs grant projects.
14. Trains, supervises, evaluates and rates the performance of subordinates.
15. Provides high quality service to County employees, representatives of outside agencies and members of the public.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Modern principles and practices of librarianship, including technical services, branch operations, circulation and automation operations, and a wide range of library services.
- Methods and techniques of planning, implementing, and evaluating library programs.
- Principles and practices of supervision and training.
- Principles of the legislative process.
- Principles and practices of public relations.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

### Skills and Abilities to:

- Identify and resolve department operational problems.
- Develop and implement departmental policy, procedures, plans, and programs.
- Coordinate library services with all library branches and public/private agencies and/or organizations.
- Effectively communicate orally and in writing.
- Prepare and present concise, logical reports.
- Interpret and communicate rules, policies, and procedures.
- Analyze and assess community needs.
- Monitor, control, and evaluate the performance of library service deliveries or program effectiveness.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is: a master's degree in Library Science from an accredited Library School AND at least five (5) years professional management experience.

**Note:** Two (2) years at the Principal Librarian level is highly desirable. A public library background is required, preferably with a public library cooperative system.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None Required.

### Working Conditions

Work is performed in an office environment with adequate temperature, ventilation, and lighting. Fieldwork may include visiting businesses and attending off-site meetings.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: March 28, 1997**

**Revised: March 13, 2003**

**Reviewed: Spring 2004**